

LONDON AMBASSADOR POSITION

REPORTS TO:

Assistant Director of Recruitment & Student Development

DESCRIPTION:

Our IP ambassadors are an integral part of our office. These exceptional students help us to spread the news about the incredible experiences offered through studying abroad, and help us to recruit and prepare students for their time away from the Malibu campus. We choose one ambassador to represent each program each year, and you work as a team with the other ambassadors and IP staff to advance the goals of the office.

DUTIES:

- Ambassadors will work roughly 10 hours each week in various capacities
 - 5 hours each week in the IP office, meeting with students, covering the front desk, and working on various projects.
 - 1 hour weekly staff meeting, usually held on Wednesday mornings
 - Additional hours will fluctuate depending on events, student meetings, and other IP requirements.
- You will organize and plan your program's booth at "The Return", rallying your program to come out and meet new Pepperdine students.
- You will meet students and participate in panels and during New Student Orientation, raising awareness for our programs.
- You will help prepare students by helping to lead our orientations, with the orientation for Spring programs occurring in November, Summer programs occurring on a Saturday in February, and Academic Year occurring in April.
- You will actively seek to retain students in your program through various means including: organizing events once a month for both your program alumni and freshmen who have been accepted to your program, sending personal communications, holding 1 on 1 meetings, etc.
- You will maintain a bi-weekly blog that is shared over social media, highlighting aspects of your program and giving students a peek into the culture they are about to engage.

- You will help organize events during Global Learning Week to help our campus engage with the world around them.
- You will help manage the social media presence for your program through Facebook, Instagram, and other outlets.
- You will report to the Assistant Director of Recruitment and Student Development and often be assigned other duties and projects based on your strengths and the needs of the office.

QUALIFICATIONS:

- You must have just spent part of the 2019-2020 academic year in London, England. Single semester students are eligible to apply.
- You must be in good standing with your program and not be on disciplinary or academic probation.
- You must be able to arrive on campus before NSO starts for training and help out in the office during NSO presentations.
- If you are working for HRL, SGA, PAC, PVC, or another leadership position on campus, we will accept your application, but we prefer to hire students without other commitments as we often have meetings and other responsibilities that overlap.
- You must be a good public speaker and communicator, able to speak with students, parents, faculty, staff, and other constituents.
- You must be able to manage a social media presence and engage with students through a variety of media.
- Most of all, you must be in love with your program and able to share with prospective students about everything that makes your program great!